



Inglewood Community Nursery and Infant School

Freedom of Information Act

**This is Inglewood Community Infant School's
Publication Scheme
on information available under the
Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for school approved by the Information Commissioner.

Aims and Objectives

The school aims to:

- ❖ to provide a curriculum which is broad and balanced and which enables each child to reach her/his full potential whilst fostering enjoyment in learning
- ❖ to ensure that the school environment and other resources are of the highest quality and are used effectively and efficiently
- ❖ to employ staff with the highest expertise in the management, teaching and support of the pupils
- ❖ to secure a climate where all members of the school community can develop socially with self discipline and with respect for others
- ❖ to establish a high regard for the school within the local community and wider afield

and this publication scheme is a means of showing how we are pursuing these aims.

Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information as shown below: -

School prospectus – information published in the school prospectus.

Governors' Documents – information published in the Governors Annual Report and in other governing body documents.

Pupils and Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school – information about policies that relate to the school in general.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: head@inglewood-inf.cumbria.sch.uk

Tel: 01228 558774

Fax: 01228 538191

Contact address: Inglewood Community Nursery and Infant School, School Road, Harraby, Carlisle CA1 3LX

To help us process your request quickly, please clearly mark any correspondence **PUBLICATION SCHEME REQUEST** (in CAPITALS please).

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

Paying for information

Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to:

Mr Andrew Clark, Chair of Governors, c/o Inglewood Community Nursery and Infant School, School Road, Harraby, Carlisle, CA1 3LX.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the

organisation that ensured compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk